

**SUPERINTENDENT**  
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Española, New Mexico 87532  
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# \* Espanola \*

PUBLIC SCHOOL DISTRICT #55



**BOARD OF EDUCATION**  
Jose I. "Coco" Archuleta, President  
Pablo E. Lujan, Vice President  
Ralph Medina, Secretary  
Floyd E. Archuleta, Member  
Andrew J. Chávez, Member

## Espanola Public School District Statement of Confidentiality

As an employee of the Espanola Public Schools, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of department records, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

I further understand that if I am found acting indiscreet with confidential material or not protecting privacy of others through my actions, I shall be subject to discipline, up to and including suspension, termination or discharge, in accordance with Board Policy, negotiated agreements and applicable law. I understand that action to be necessary in order to maintain high professional standards of the office and integrity of the District.

I have read and understand the above statements regarding the confidentiality of information I may have access to in the course of my employment with the District. I have discussed any questions I have about these statements with my supervisor. I understand the special nature of my role in the Espanola Public Schools, the importance of confidentiality in this role, and agree to adhere to policy regarding preservation of the confidentiality and integrity of District information.

X Robert J. Archuleta 03/07/2012  
Signature of Employee Date

May 31, 2012

Office of Human Resources  
Espanola Schools  
714 Don Diego St.  
Espanola, New Mexico 87532



To Whomever It May Concern:

With this letter I would like to express my interest in the position of Principal/Head Teacher for Velarde Elementary for school year 2012-13.

I have a completed application in for the position of Middle Management at the Central Office. Please let me know if there is anything else I need to do. Thank you.

Sincerely yours,



Roberto Archuleta  
(C) 927-2391  
(H) 852-3659

CERTIFIED ADMINISTRATOR CONTRACT  
PANOLA PUBLIC SCHOOL DISTRICT

Espanola, New Mexico

2014-2015



AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", and **Archuleta, Robert J.** a Certified Administrator, herein called Administrator, agree:
2. The Administrator shall be employed by the Superintendent for a period beginning **7/7/2014** and ending **6/29/2015**, as a **Principal** of the School District.
3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and/or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.

9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more than per policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of **\$82,253.00** per year, payable in equal installments, less required or authorized deductions.
11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

12. Espanola Public Schools

By:

Superintendent

July 9, 2014

Date

*R. Archuleta*  
Administrator  
07/15/2014  
Date

**TIFIED ADMINISTRATOR CONTR  
SPANOLA PUBLIC SCHOOL DISTR. I  
Espanola, New Mexico  
2014-2015**

AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", and **Archuleta, Robert J.** a Certified Administrator, herein called Administrator, agree:
2. The Administrator shall be employed by the Superintendent for a period beginning **7/14/2014** and ending **6/22/2015**, as **a Principal** of the School District.
3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.

9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more per policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of **\$78,677.00** per year, payable in equal installments, less required or authorized deductions.
11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

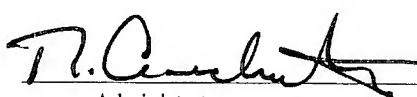
12. Espanola Public Schools

By:

Superintendent

June 9, 2014

Date

  
Administrator  
**06/12/14**  
Date

**CERTIFIED ADMINISTRATOR CONTRACT**  
**SPANOLA PUBLIC SCHOOL DISTRICT**  
**Espanola, New Mexico**  
**2013-2014**

AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", and **Archuleta, Robert J.** a Certified Administrator, herein called Administrator, agree:
2. The Administrator shall be employed by the Superintendent for a period beginning **7/12/2013** and ending **6/20/2014**, as **a Principal** of the School District.
3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.

9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more than per policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of **\$76,385.00** per year, payable in equal installments, less required or authorized deductions.
11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

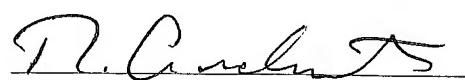
12. Espanola Public Schools

By:

Superintendent

July 8, 2012

Date

  
Administrator  
07/15/2013  
Date

**CERTIFIED ADMINISTRATOR CONTRACT  
ESPAÑOLA PUBLIC SCHOOL DISTRICT  
Espanola, New Mexico  
2011-2012**

AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", and **Archuleta, Robert J.** a Certified Administrator, herein called Administrator, agree:
2. The Administrator shall be employed by the Superintendent for a period beginning **7/18/2012** and ending **6/20/2013**, as a **Principal** of the School District.
3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.

9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more than per policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of **\$75,629.00** per year, payable in equal installments, less required or authorized deductions.
11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

12. Espanola Public Schools

By:

Superintendent

6/18/2012

Date

*Robert J. Archuleta*  
Administrator  
06/18/2012  
Date

**CERTIFIED ADMINISTRATOR CONTRACT**  
**ESPAÑOLA PUBLIC SCHOOL DISTRICT**  
**Espanola, New Mexico**  
**2011-2012**

AUTHORITY: This contract is issued pursuant to Title 6, Chapter 66, Part 3 of the Administrative Code, and applicable regulations of the New Mexico Public Education Department.

1. The Superintendent of the Espanola Public Schools, Espanola, New Mexico, herein "Superintendent", and **Archuleta, Robert J.** a Certified Administrator, herein called Administrator, agree:
2. The Administrator shall be employed by the Superintendent for a period beginning **3/12/2012** and ending **6/11/2012**, as **a Assistant Principal** of the School District.
3. The Administrator shall, during the term of his/her employment, faithfully perform the duties pertaining to his/her position, administer the duties assigned by the Superintendent of the School District and abide by the rules and regulations of the Public Education Department.
4. This contract and the parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the Public Education Department as they may exist. This contract may be canceled by the Superintendent for cause, including unsatisfactory work performance, incompetency, insubordination, physical or mental inability to perform the required duties or for any other good and just cause, provided that any such cancellation may affect only in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
5. This contract may also be cancelled by the Superintendent for cause not personal to the Administrator when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department.
6. The Administrator will give the Superintendent thirty (30) calendar days written notice of intention to resign. Failure to give such thirty (30) calendar day notice shall entitle the Superintendent, in his/her discretion, to file a written complaint with the Public Education Department requesting a suspension or revocation of the Administrator's license.
7. The Administrator shall furnish the Superintendent or his/her designee the following: (a) valid licensure from the New Mexico Public Education Department for the position the Employee will hold hereunder; (b) an official transcript of the Administrator's education record and training; (c) suitable evidence of date of birth; (d) such health certificates as may be required by law; and (e) any other documents as may be required by law. Failure to furnish any of the foregoing items may result in cancellation of this contract in accordance with New Mexico Statute and any applicable rules and regulations of the Public Education Department or of the School District.
8. The Administrator agrees to follow all school board policies and to the fulfillment of the duties contained in the job description, to meet the expectation of improving on test scores and or the state accountability rating and student achievement and comply with required training and any additional duties before and after school including during school breaks and weekends which may be assigned from time to time, as part of the Administrator's employment with the Espanola Public School District.

Employee agrees that fulfillment of all of the duties and conditions contained herein, whether done during the regular work day or outside the regular work day are part and parcel of work, which is agreed upon. No additional compensation from Espanola Public Schools will only address additional compensation, where required to do so as a matter of law of pursuant to the Public Education Department regulation or directive.

9. The Administrator shall be entitled to -0- working days per year of annual leave. Unused annual leave may be accumulated to a total of not more than policy working days, but upon cancellation of this contract, no payment shall be made for more than per policy days of unused annual leave. The Administrator shall be entitled to sick leave with pay for a total of not more than -0- working days per year. Unused sick leave may be accumulated to a total of not more than no limit working days.
10. Subject to the provisions of the applicable approved budget, the Administrator shall, during the term hereof, receive a salary of **\$19,393.60** per year, payable in equal installments, less required or authorized deductions.
11. In the event that the Administrator is employed on a two (2) year contract, Subsection H of Section 6.66.3.9 NMAC herein may be amended in the second year to reflect any appropriate district salary adjustment factors. The Superintendent may, but shall not be required to, increase prospectively, but not retroactively the salary for any school year governed by the terms of this contract if revenues are available to the school district for that school year. Any increase is subject to budgetary approval by the Public Education Department.

12. Espanola Public Schools

By:

  
Superintendent

3/7/2012

Date

  
Administrator  
03/12/2012  
Date